



Town of Florence
Public Works Department
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**Statement of Qualifications
ON-CALL ENGINEERING SERVICES
SOQ 11042019-1, 2 (CFD 1) and 3 (CFD 2)
ADDENDUM #2
Questions and Answers Continued
October 2, 2019**

It was discovered that pages were missing from the original posting date. These pages were added to Addendum #1.

The solicitation bid opening date has been moved to Tuesday October 15, 2019 at Town Hall Council Chambers

10:00am – On-Call Engineering Services

10:15am – On-Call CFD #1

10:30am – On-Call CFD #2

QUESTION 1: Is there an expected date for the Addendum that addresses insurance requirements?

ANSWER: We are waiting for clarification from the Town Attorney. The standard Consulting requirements.

QUESTION 2: Is there a chance that the due date will be extended based on the release of Addendum 2?

ANSWER: There is an extension, please assume that the standard requirements for Consultants will be the final outcome of the insurance requirements.

QUESTION 3: Are we permitted to FedEx this response (as long as we ensure our delivery time will be ahead of the deadline)? Or is hand-delivery mandatory?

ANSWER: Hand deliver is best.

QUESTION 5: If we submit our financial information electronically (due to confidentiality) can we include the W-9 with it? Or must that appear as a page in the response document? Does the sum total of the financial pages count against the 25-page limit?

ANSWER: If the Consultant has an FTP site, the Town would need that link. Otherwise it must appear as a page in the response. It does not need to be included in the 25 page limit.

QUESTION 6: Can the Experience References pages be consolidated into less than 3 pages?

ANSWER: Yes, as long as all the information requested is there.

QUESTION 7: Is the narrative for each discipline being responded to still held to a three page maximum?

ANSWER: No, as long as all the information requested is there.

QUESTION 8: Please clarify if the forms on RFQ pages 25-34 are considered “administrative documents” to be included in an appendix and therefore do not count toward the 25-page limit, or if any of these forms should be included within specific proposal sections. If they are to be included in the counted proposal pages, please specify which forms should be included within the sections outlined on the Proposal Content page provided as an attachment to Addendum #1.

ANSWER: Yes, they are considered Administrative and do not count toward the 25-page limit.

QUESTION 9: Addendum #1 identifies an SOQ Schedule on the checklist – bullets 1, 2, and 10. To what document does this refer? We do not see an SOQ schedule in the original RFQ or in Addendum #1.

ANSWER: Page 6 in the original SOQ document.

QUESTION 10: With the new format presented in Addendum #1, how does the Town wish for submitters to incorporate the forms provided in the original RFQ? Should the required forms (List of Subcontractors, W9, Experience and Capacity Questionnaire form, Experience References form, Resume form, Key Personal Proposal form, Acknowledgement of Agenda, Resolution of Board of Directors form, Non- collusive form, Deviation / Compliance form, Boycott of Israel form, and Lawful Presence form) be provided as an Appendix?

ANSWER: Appendix is fine, these Administrative pages do not count in the 25-page limit.

QUESTION 11: Regarding Category 3: Project Organization, Personnel and Staffing refers to a “port environment”. Could you clarify what the Town is looking for with regard to this term?

ANSWER: Language referring to “port environment” has removed from the SOQ.

QUESTION 12: Based on the new proposal content provided by the town, is the SOQ Submittal Checklist required to be included in our Statement of Qualifications, and if so where to include?

ANSWER: No, it does not need to be included.

QUESTION 13: Regarding formatting the physical SOQ, are tabs excluded from the 25-page limit?

ANSWER: Yes – tabs are excluded from the 25-page limit.

QUESTION 14: Please clarify what items are to be included as an Appendix.

ANSWER: Please see Addendum 1 Checklist

QUESTION 15: With the new Proposal Content requirements issued in Addendum #1, is the 25-page limit inclusive of items 1 through 4? And, in conjunction, are the forms from the original RFQ excluded from the 25-page limit?

ANSWER: Administrative forms are excluded from the 25-page limit.

QUESTION 16: Please clarify what items are to be included as an Appendix.

ANSWER: Administrative forms.

QUESTION 17: Addendum #1 mentions a fee proposal in bullet 2. Please confirm that no fee proposal is required at this time as noted in the original RFQ

ANSWER: There is no fee proposal required.

QUESTION 18: How you would like us to submit the SOQ?

ANSWER: See Addendum 1.

QUESTION 19: Is there a program we need to register to or do you want us to email the SOQ.

ANSWER: See Addendum 1.

QUESTION 19: the “Statement of Qualifications Scoring” rubric has a lot of things that are in the SOQ sent to us by the Town of Florence. Will we need to have this information twice?

ANSWER: See Addendum 1 – checklist, the information is only submitted once.

QUESTION 20: Clarify the type of information/specifics for what is expected for “Rating/Issuer” and “Score/Rank? Is this a credit rating or credit score with a bank?

ANSWER: An issuer credit rating is our forward-looking opinion about an obligor's overall credit worthiness. Deliverables: - Long-term issuer credit ratings assigned on our globally recognized 'AAA' through 'D' - rating scale. - Short-term issuer credit ratings assigned on our 'A-1' through 'D' rating scale.